

Senior Leadership Team minutes

Monday 10 April 2017

Members

Elizabeth Denham (chair)	Information Commissioner
Paul Arnold	Deputy Chief Executive Officer
Simon Entwisle	Deputy Commissioner (Operations)

Attendees

Richard Marbrow	Group Manager Corporate Governance
Robert Parker	Head of Corporate Affairs
Natasha Longson	Team Manager Enforcement (agenda item 3)

Secretariat

Peter Bloomfield	Senior Corporate Governance Manager
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1. Introductions and apologies

There were apologies from Rob Luke, Deputy Commissioner (Policy) who was in Toronto to co-chair a meeting of the ICDPPC Group of Experts on Legal and Practical Solutions for Co-operation.

2. Matters arising from the previous meeting

Minutes

Minutes of the previous meeting were agreed subject to decisions on publication.

It was confirmed that the Senior Leadership Team would, when agreeing the minutes of the previous meeting, also make decisions on publication of the minutes.

Actions and decisions

Peter Bloomfield to arrange for the minutes of previous Senior Leadership Team meetings to be cleared for publication by members by the end of April.

3. Enforcement week of action

Issue

Natasha Longson attended the meeting to introduce this paper.

There has been a general rise in complaints about political parties and their canvassing for support, primarily in respect of compliance with the Privacy and Electronic Communications Regulations (PECR) although it was noted that ICO concerns were wider than just compliance with PECR.

This paper sought the views of Senior Leadership Team members on how best to remind all political parties of their requirements to comply with the Regulations. Options included writing to the parties, associations and branches, and elected representatives themselves; highlighting responsibilities and providing guidance. The ICO would also be proposing meetings with the political parties if needed.

Decision

The Senior Leadership Team was supportive of the proposed options and confirmed that the Commissioner would write to party Chief Executives and separately to local party associations, reminding them of their duties and obligations and providing guidance.

Actions

Simon Entwisle to ensure that letters were drafted by Enforcement and cleared as appropriate for sending by the end of April.

Robert Parker to consider options for further correspondence with MPs and other elected representatives.

4. ICO Strategic planning – external communications

Issue

Robert Parker sought views on the opportunities to communicate strategic plans and performance to stakeholders over the coming months. Once plans were firmed up, more detailed communications plans would be developed.

It was noted that there was a need to launch the new Information Rights Plan internally, possibly via a town hall event, and externally with stakeholders. In addition it was also necessary to highlight both work being done on the implementation of the GDPR in May 2018, and explain what the changes in the data protection legislation would mean to individuals.

Decision

Senior Leadership Team agreed to hold a stakeholder event in July and for the Communications Team to develop a communications plan to explain the GDPR changes to the public.

Actions

Robert Parker to explore the venues for the stakeholder event and to take forward other arrangements as necessary.

5. Change Programme Board feedback

Issue

Paul Arnold introduced the most recent minutes of the Change Programme Board. The Change Programme was of strategic importance and as part of its governance future minutes would also be coming to the Senior Leadership Team.

The minutes would be published internally.

Actions

Peter Bloomfield to discuss issues around the wider circulation of the minutes with the Change team.

6. Strategic file update

Issue

Ways of best using the strategic file update and Senior Leadership Team time were considered along with the resources involved in taking forward strategic cases.

8. Any other business

There was no other business.